

BELMONT MEMORIAL LIBRARY, BELMONT, MASSACHUSETTS  
MEETING OF THE BOARD OF TRUSTEES MARCH 25, 2008

The meeting was called to order at 7:33 p.m. by Hal Shubin, Chair of the Board of Trustees. Present were Trustees Elaine Alligood, Mary Keenan, Matt Lowrie, David Rich, and Heli Tomford; Director Maureen Conners; MaryAnn Scali from the League of Women Voters and Ray Hanna.

Trustee David Rich introduced Ray Hanna, Project Manager for Greene Construction. After talking with Mr. Hanna and reviewing his various impressive projects, Mr. Hanna was voted the library representative to the town ITAC committee. The motion by Trustee Tomford, seconded by Trustee Lowrie, was voted unanimously.

Ms. Scali presented the library with a check for \$100 for talking books. This gift from the League of Women Voters was in appreciation for the hospitality extended to this group by the Director and the library.

The minutes for the February 12th meeting were approved with the amendment on page 3, adding to Trustee Tomford's statement "as to the new site." The motion by Trustee Alligood, seconded by Trustee Rich, passed unanimously.

Old Business:

FY09 Budget: Director Conners informed the trustees that the cut to the FY09 budget would mean no Sunday openings for that time period. Trustee Rich asked if Sundays were the best place to cut openings; Director Conners explained that Sundays, due to union contracts, are staffed with part-time employees and that union contracts preclude other changes in days/hours of opening.

Trustee Alligood asked if state funds could be used for Sunday openings as is the case in Bedford. Director Conners noted that state funds are not guaranteed and expressed concern regarding the precedent this would set. Trustee Alligood also asked if positions could be redefined to have staff on Sundays when there are new hires.

Trustee Keenan asked if sponsors could be found - perhaps the banks in town - to each sponsor a Sunday opening which costs just under \$1000 for each such opening.

Both of these items - state fund use and sponsorship - will be revisited at a subsequent meeting.

Legislative Breakfast: Director Conners reported on this very successful event held on March 14th. The large crowd included eight state representatives/senators.

Dustan extension: This is in progress.

Five year Long Range Plan (LRP): The survey, required by the MBLC as part of the LRP, has been completed, thanks to the sub-committee of Director Conners and Trustees Alligood and Lowrie. As a standing committee is needed for continued work on the LRP, Trustees Alligood and Lowrie will continue with this, to be joined by Trustee Rich. The public will be asked to participate by a notice in the library as well as the local paper. Trustee Tomford suggested adding this to the annual meeting notice for the Friends of the Library, but the group must be organized prior to the time of the proposed mailing.

One Book One Belmont: Director Conners cited the letter from Board of Selectmen commending the library, the Director, and Emily Reardon for the fine program and sense of community it created. Next year's Community Reads program is under discussion:

Should it tie in with the town's 150th anniversary? How much time should the library staff commit to this project? Director Conners will meet with Historical Society officers, Richard Betts and Victoria Hasse, to explore a tie-in with the 150th events.

Belmont Library Foundation (BLF): It is incumbent upon the trustees to name two representatives to this group; as one trustee-named individual has resigned, the trustees need to name another individual to the BLF. Chair Shubin explained the need for PR for the library and new building.

Discretionary Fund: The idea proposed by Trustee Tomford that each trustee freely give an amount of money for a fund to eliminate the need for "asks" for money from the trustees for each retirement present, etc. is being explored. Trustee Lowrie noted the problems with using the Small Gift Fund as a depository for trustee funds; such personal monies must be kept separate from town funds.

Circulation Supervisor's Position: Director Connors said there would be a decision by the interview committee in the near future on the final two candidates.

Program Introductions: Trustee Lowrie will introduce "Danny Mo and the Coyotes" and Trustee Allgood will introduce Ken Gloss of the Brattle Book Shop.

CPOC and related items: Chair Shubin and Trustee Lowrie met with Selectman-elect Ralph Jones; the need to determine a site for the library was discussed. Town Meeting is scheduled for the end of April.

#### New Business:

Trust Funds: These were reviewed. Last year the amount actually spent was transferred out. If money from the Dustan fund is not all used, it does not go back to the trust fund but to the Small Gift Fund where interest is not earned. On a motion by Trustee Lowrie, seconded by Trustee Rich, and approved unanimously, it was voted to transfer \$10,500 from the Dustan Fund. Trustee Rich suggested that a great program with all the attention that would focus on the library be considered.

E-mail alias: Trustee Rich proposed setting this up through the School Department; it would archive all e-mails and serve for the trustees as the e-mail alias does for the Board of Selectmen. More thought is needed on this.

Letters, newspaper articles: With recent examples in the press of inaccurate information about the reason for the closing off the library steps and the about the number of patrons using the library each day, it is clear that misinformation must be corrected. Trustee Lowrie will prepare a draft for others' consideration on this.

#### Committees:

Policy Committee: Chair Shubin suggested some changes to the Behavior Policy which the committee (Director Connors, Trustees Keenan and Tomford) will consider.

Circulation Reconfiguration: The bids have been opened; these are being checked.

Friends of the Belmont Library : Their contribution of \$7,000 to the One Book One Belmont program was noted with appreciation.

#### Director's Report:

A new case for DVDs is needed in the Children's Room to match present furnishings. A motion by Trustee Keenan, seconded by Trustee Allgood, to purchase same with funds from state grant money, passed unanimously.

Financial report: Winter snowstorms have resulted in overtime so that line item is now above budget. Retro pay will be transferred into the salary accounts.

The next meeting is TUESDAY, APRIL 15TH.

The meeting was adjourned at 9:39 p.m. on a motion by Trustee Lowrie, seconded by Chair Shubin; it passed unanimously.

Respectfully submitted,  
Mary E. Keenan